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**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

May 21, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-46

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: LSU Health Plan Deduction Entries for Plan Year 2009-2010

As explained in OSUP Memo #2009-06, agency personnel are now responsible for maintenance of LSU Health Plan wage types (Flex - 3124, \*LSU Health Plan; Non-Flex - 3125, LSU Health Plan; and 3134, LSU Hlth Pln-ER). **Agencies must setup 2009 – 2010 plan year deductions after confirming the employee's coverage.** These deductions are entered on Infotype 0014 (Recurring Payments/Deductions). Remember, these deductions are "pre-paid" similar to OGB Health (i.e., deductions for June pay for coverage in July) and must be set up for the first payday of June 2009 (pay period 12/2009).

New plan year premiums can be located on the LSU First website at the following web address: <http://www.lsufirst.lsu.edu>. Round up when determining the semi-monthly deduction amounts from the monthly chart.

Suggested text to be added to IT14 when establishing the deduction for the next plan year is as follows:

IT14 – Establish deduction to continue same coverage for plan year 20XX-20XX. Your initials and date MM/DD/YY.

Or

IT14 – Establish deduction to change (Option, Coverage, or Flex/Non-Flex) from XX to XX. Your initials and date MM/DD/YY.

**Agencies should run a payroll simulation, ZY08, upon completion of applicable ISIS HR entries to verify the correct withholding/refund amounts of current and/or one-time premiums.**

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Agencies must forward the GB-01 form to the LSU System as well as OGB for all coverage changes or cancellations with LSU Health Plan members as LSU maintains/controls eligibility for the LSU Health Plan.

If you have any questions in reference to how these deductions should be set up, please contact the ISIS HR Help Desk by way of a web ticket at the following website [http://www.doa.louisiana.gov/ois/Service/User\\_Support/Helpdesk/helpdesk.htm](http://www.doa.louisiana.gov/ois/Service/User_Support/Helpdesk/helpdesk.htm). Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or (225):

Desiree Jefferson	342-5377
Michelle Richmond	342-5357
Jodi Bullock	342-5345

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